

NAVSTABREMINST 1754.1
Code N4761
28 Oct 99

From: Commanding Officer, Naval Station Bremerton

Subj: OMBUDSMAN ASSEMBLY

Ref: (a) OPNAVINST 1750.1D
(b) NAVPERS 15571A, Navy Family Ombudsman Program
Manual

Encl: (1) [Ombudsman Assembly Chair Description of Duties](#)
(2) [Ombudsman Assembly Vice Chair Description of Duties](#)
(3) [Ombudsman Assembly Recorder Description of Duties](#)
(4) [Ombudsman Assembly Training Coordinator Description of Duties](#)

1. Purpose. To establish procedures governing the organization and operation of Naval Station Bremerton Ombudsman Assembly, per reference (a).

2. Cancellation. This instruction replaces NAVSHIPYDPUGETINST 1750.4B.

3. Background. In support of tenant and homeported commands, reference (a) directs base Commanding Officers to organize an Ombudsman Assembly for the purpose of mutual support, training, and information exchange. The Family Service Center (FSC) is identified as the specific source of support and assistance for the ombudsmen. Reference (a) also describes the assembly structure and, in conjunction with reference (b), establishes parameters within which the Ombudsman Assembly is to function.

4. Assembly Membership

a. Membership in the Ombudsman Assembly, in accordance with references (a) and (b), shall include the appointed ombudsmen of all commands resident at the Naval Station, including local tenant and afloat commands, and any other commands in the area which need support, such as Naval Hospital, Bremerton. Membership begins when an individual presents the letter of appointment from the sponsoring command and will continue until a letter of termination is received from the command.

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b. Commanding Officers, Executive Officers, Command Master Chiefs/Chiefs of the Boat, Chaplains, and their respective spouses, are encouraged to attend all Ombudsman Assembly meetings and activities. Other interested parties are invited to attend also.

5. Ombudsman Advisory Board (OAB)

a. The Commander, Naval Station Bremerton will appoint an Ombudsman Assembly Chair, Vice Chair, Recorder, and Training Coordinator for the purpose of providing information and support to the area ombudsmen. Each appointment is suggested for a period of one year.

b. The Chair should be the spouse of an active duty service member, with appropriate experience for the position; the Chair is not required to be an active ombudsman currently serving a command. The Vice Chair, Recorder, and Training Coordinator shall be ombudsmen who are members of and active participants in the Naval Station Ombudsman Assembly. Officers will serve as described in enclosures (1) through (4).

c. The membership of the OAB shall consist of the Ombudsman Advisor, Ombudsman Coordinator, Naval Station Command Chaplain, Naval Station Command Master Chief, and the Ombudsman Assembly Chair, Vice Chair, Recorder, and Training Coordinator.

d. The Advisory Board shall meet monthly to plan assembly programs, update the assembly roster, review training requirements, and pursue other initiatives, as necessary.

e. One board member shall attend meetings, such as the bi-monthly Naval Station Quality of Life Meeting and the Quarterly Health Care Consumer Council meeting at Naval Hospital, Bremerton as a liaison for the assembly and to provide a report to the other ombudsmen at the next assembly meeting.

6. Selection of Advisory Board Members

a. The Director of the Naval Station FSC will serve as the Ombudsman Assembly Advisor to provide a point of contact concerning assembly activities for all represented commanding officers and support for the assembly, and to assist all ombudsmen in arranging material and support for their individual programs.

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b. An FSC staff member will be appointed by the Advisor to serve as Ombudsman Program Coordinator for the assembly. The Coordinator will:

(1) Assist in planning the semi-annual formal training and the monthly meetings and training.

(2) Provide recommendations for monthly meetings.

(3) Provide program guidance and policy clarification.

(4) Provide other assistance as requested by the ombudsmen.

c. Application for Advisory Board positions will be in the form of a resume accompanied by a letter of endorsement or nomination from the sponsoring command. Nominations will be accepted from the opening of the July assembly meeting until the close of the assembly meeting in August. Appointments will be made and announced by the Naval Station Commander.

7. Responsibilities of Participating Ombudsmen. Ombudsmen are responsible only to the command, which appointed them, except when they are selected as an OAB member, and will tailor their program, activities, and services to the needs of the sponsoring command. OAB members retain primary responsibility to their commands, but will consider the good of the entire assembly when functioning in that capacity.

8. Assembly Meetings and Activities

a. The assembly is not a policy-making body and in no way should interfere with the individual command/ombudsman relationship.

b. The Ombudsman Assembly shall meet monthly for the purpose of sharing information and to serve as a resource for ongoing ombudsman training and other functions as directed by sponsoring commands (e.g., provision of area resource handbooks and materials, publication of a newsletter, and maintenance of a calendar of events).

c. The assembly may make recommendations on community matters which affect the well being of area families, but, as a group, may not petition or actively or aggressively protest command-initiated action or policy.

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d. All ombudsmen will be invited to represent their commands at the monthly Naval Station Quality of Life Team meeting and the quarterly Naval Hospital, Bremerton Health Care Consumer Council meeting.

9. Ombudsman Recognition. Reference (b) authorizes the assembly to assist the commands with recognition and appreciation of all command ombudsmen. The Coordinator and Advisor will work closely with the assembly and the commands to provide appropriate recognition for the ombudsmen in conjunction with the Ombudsman Appreciation Day, 14 September, and on other occasions, as appropriate.

/S/

J. A. HOLDEN

Distribution:

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Lists I and II

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OMBUDSMAN ASSEMBLY CHAIR
DESCRIPTION OF DUTIES

CODE OF ETHICS

- ◆ Support the mission of the Command and the Ombudsman Assembly.
- ◆ Work within the chain of command.
- ◆ Maintain confidentiality.
- ◆ Maintain the highest standards of professionalism.

ELIGIBILITY

- ◆ Spouse of an active duty service member currently serving a command resident at Naval Station Bremerton, or as specified in this instruction.
- ◆ Should have appropriate experience for the position, although not required to be an active ombudsman currently serving a command.
- ◆ Nominated by the sponsoring command.

RESPONSIBILITIES

- ◆ Observe the Code of Ethics in all activities.
- ◆ Preside over all meetings of the Ombudsman Assembly and Ombudsman Advisory Board (OAB).
- ◆ Call special meetings as required.
- ◆ Provide information and support to the area ombudsmen.
- ◆ Prepare and distribute agenda for all Ombudsman Assembly and OAB meetings.
- ◆ Serve as ex-officio member of all standing committees and any special committees deemed necessary. All standing committee chairmen shall report directly to the Ombudsman Assembly Chair.

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- ◆ Review all correspondence sent out in the name of the Ombudsman Assembly and maintain copies on file.
- ◆ Ensure the assembly is represented at meetings pertaining to Quality of Life issues that directly affect the function of the Assembly (i.e., bimonthly Naval Station Quality of Life Team meeting, quarterly Naval Hospital, Bremerton Health Care Counsumer Council meeting, etc.).
- ◆ FSC's coordinate with assembly Chair to perform orientation of all newly appointed ombudsmen.
- ◆ Lead other OAB members in developing annual calendar of events. Assure copies are distributed to all area ombudsmen, commands, and FSC within 30 days of appointment.
- ◆ Follow the specific instructions of OPNAVINST 1750.1D and this instruction.

QUALIFICATIONS

- ◆ A working knowledge of the military chain of command and military lifestyle.
- ◆ Must demonstrate good judgment and sound leadership.
- ◆ Demonstrated ability to communicate effectively, both orally and in writing.

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OMBUDSMAN ASSEMBLY VICE CHAIR
DESCRIPTION OF DUTIES

CODE OF ETHICS

- ◆ Support the mission of the command and the Ombudsman Assembly.
- ◆ Work within the chain of command.
- ◆ Maintain confidentiality.
- ◆ Maintain the highest standards of professionalism.

ELIGIBILITY

- ◆ An active Command Family Ombudsman currently serving a command resident at Naval Station Bremerton or as specified in this instruction.
- ◆ Should have experience appropriate for the position.
- ◆ Must be nominated by the sponsoring command.

RESPONSIBILITIES

- ◆ Actively participate in the Ombudsman Assembly and the Ombudsman Advisory Board (OAB).
- ◆ Preside over assembly and OAB meetings in the absence of the Chair.
- ◆ In coordination with FSC Ombudsman Coordinator and the Training Coordinator, plan and schedule monthly training to meet the needs of the members, and to reflect trends and changes in programs/policy for the Ombudsman Assembly in accordance with OPNAVINST 1750.1D.
- ◆ Interview prospective speakers/trainers to ensure they have the necessary education and experience to meet training requirements.

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- ◆ With the concurrence of the Chair, prepare letters of invitation, confirmation, and appreciation for all monthly training, providing copies to the Recorder and Chair.
- ◆ Provide maps, base escort, and/or base access when needed.
- ◆ Publish and forward a quarterly training schedule to the Assembly Recorder for distribution with the minutes.

QUALIFICATIONS

- ◆ Must have a working knowledge of the military chain of command and military lifestyle.
- ◆ Must demonstrate good judgment and sound leadership.
- ◆ Ability to communicate effectively, both orally and in writing.

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OMBUDSMAN ASSEMBLY RECORDER
DESCRIPTION OF DUTIES

CODE OF ETHICS

- ◆ Support the mission of the command and the Ombudsman Assembly.
- ◆ Work within the chain of command.
- ◆ Maintain confidentiality.
- ◆ Maintain the highest standards of professionalism.

ELIGIBILITY

- ◆ An active Command Family Ombudsman currently serving a command resident at Naval Station Bremerton, or as stated in this instruction.
- ◆ Should have experience appropriate for this position.
- ◆ Must be nominated by the sponsoring command.

RESPONSIBILITIES

- ◆ Actively participate in the Ombudsman Assembly and the Ombudsman Advisory Board (OAB).
- ◆ Send and receive all correspondence for the assembly, with the knowledge and concurrence of the Chair.
- ◆ Maintain a record of all meetings, to include minutes, attendance, and any handouts provided.
- ◆ Provide copies to the Chair and maintain copies on file for reference and historical purposes.
- ◆ Forward assembly minutes and current roster to ombudsmen, Commanding Officers, Executive Officers, Chaplains, Command Master Chiefs, Chiefs of the Boat, and spouses of Commanding Officers, FSC Ombudsman Coordinator and Advisor, and FSC Military Advisor.

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- ◆ Provide information and support to the area ombudsmen.

QUALIFICATIONS

- ◆ Must have a working knowledge of the military chain of command and military lifestyle.
- ◆ Must demonstrate good judgment and reliability.
- ◆ Ability to communicate effectively, both orally and in writing.

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OMBUDSMAN ASSEMBLY TRAINING COORDINATOR
DESCRIPTION OF DUTIES

CODE OF ETHICS

- ◆ Support the mission of the Command and the Ombudsman Assembly.
- ◆ Work within the chain of command.
- ◆ Maintain confidentiality.
- ◆ Maintain the highest standards of professionalism.

PURPOSE

- ◆ To plan and provide essential training.

ELIGIBILITY

- ◆ An active Command Family Ombudsman currently serving a command resident at Naval Station Bremerton or as specified in this instruction.
- ◆ Should have experience appropriate for this position.
- ◆ Must be nominated by the sponsoring command.

RESPONSIBILITIES

- ◆ Actively participate in the Ombudsman Assembly and the Ombudsman Advisory Board (OAB).
- ◆ Coordinate with Vice Chair and Family Service Center Ombudsman Coordinator to ensure training is in accordance with OPNAVINST 1750.1D.
- ◆ Interview prospective speakers/trainers to ensure they have the necessary education and experience to meet training requirements.
- ◆ With the knowledge of the Chair, prepare and forward letters of invitation, confirmation, and appreciation to all speakers/trainers, providing copies to the Recorder and

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Chair. Provide maps, base escort, and/or base access, when needed, for outside speakers.

QUALIFICATIONS

- ◆ Must have a working knowledge of the military chain of command and military lifestyle.
- ◆ Must demonstrate good judgment and sound training skills.
- ◆ Demonstrated ability to communicate effectively, both orally and in writing.